

Pandemic Work Place Cleaning Procedure



Name: Pandemic Work Place Cleaning Procedure
Creator: US Childcare
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Due Date: 5/12/2020
Template: Pandemic Work Place Cleaning Procedure
Version: 1.1
Center:
Room:

QUESTIONS

ANSWERS

INFORMATION

During a pandemic, implementation of additional measures to minimize the transmission of the virus, particularly high use surfaces (e.g. sinks, door/cupboard handles, railings, toys, tables and bench tops etc.) will take place.

Transmission from contaminated hard surfaces is unlikely but influenza viruses may live up to two days on such surfaces. Influenza viruses are deactivated by alcohol and chlorine.

Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended.

Surfaces that are frequently touched with hands should be cleaned often.

- Do not to share cups, dishes and cutlery.

Be vigilant and remind the team and children to wash and dry their hands properly before meals, after using the bathroom, after blowing their nose. - Practice good hygiene by coughing or sneezing into your elbow and discard a used tissue immediately.

Remember- Clean Hands Saves Lives

RECEPTION DESKS / GATES / HANDRAILS CLEANED (FOUR TIMES A DAY)

Reception desks/gates/handrails to be wiped down with a general cleaner followed by Activate Sanitiser. Do not spray the activate sanitiser directly onto surfaces. Spray onto a cloth and wipe surface down

Please remove all books or magazines from reception area

Q1. Reception Desk Cleaned

Clean type	Cleaned	Time Cleaned
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Q2. Gates Cleaned

Clean type	Cleaned	Time Cleaned
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Q3. All Hand Rails Cleaned

Clean type	Cleaned	Time Cleaned
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DOOR HANDLES INCLUDING ALL ENTRANCE AND EXIT DOORS (FOUR TIMES A DAY)

Spray all door knobs (inside & outside) and cupboard handles with Activate Sanitiser and wipe down with a clean cloth.

Q1. All Door Handles Internally Cleaned (include Exit and Entrance Doors)

Clean type	Cleaned	Time Cleaned
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Q2. All Door Handles Externally Cleaned (include Exit and Entrance Doors)

Clean type	Cleaned	Time Cleaned
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Q3. All Cabinet/Draw Handles Cleaned

Clean type	Cleaned	Time Cleaned
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LIGHT SWITCHES (FOUR TIMES A DAY)

Spray with disinfectant cleaner or wipe with disinfectant wipes

Q1. Light Switches Cleaned

Clean type	Cleaned	Time Cleaned
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TAP HANDLES (FOUR TIMES A DAY)

Spray with disinfectant cleaner or wipe with disinfectant wipes

Q1. All Tap Handles Internally, Rooms, Bathrooms and Kitchen Cleaned

Clean type	Cleaned	Time Cleaned
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Q2. All Tap Handles Externally Cleaned e.g outside area tap for garden hose

Clean type	Cleaned	Time Cleaned
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ALARM/KEY PANELS (FOUR TIMES A DAY)

Do not spray directly onto keypad. - Spray Activate Sanitiser onto a clean cloth and wipe keypad down.

Q1. Alarm Panel Cleaned

Clean type	Cleaned	Time Cleaned
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Q2. Keypad Panel Cleaned

Clean type	Cleaned	Time Cleaned
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FLOORS (TWICE A DAY)

Q1. All Floors Cleaned

Clean type	Cleaned	Time Cleaned
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FOOD AREAS

Q1. High Chairs Cleaned

Clean type	Cleaned	Time Cleaned
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Q2. Tables Cleaned

Clean type	Cleaned	Time Cleaned
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Q3. Countertops Cleaned

Clean type	Cleaned	Time Cleaned
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Q4. Food preparation surfaces

Clean type	Cleaned	Time Cleaned
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Q5. Eating utensils & dishes

Clean type	Cleaned	Time Cleaned
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Q6. Food preparation appliances

Clean type	Cleaned	Time Cleaned
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Q7. Mixed use tables

Clean type	Cleaned	Time Cleaned
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CHILD TOYS/OBJECTS

PLEASE NOTE:

Toys that cannot be cleaned and sanitized should not be used.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.

Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Cleaning Frequency:

PLASTIC MOUTHED TOYS

Clean after each use and clean and sanitize at the end of each day

PACIFIERS

Clean after each use and clean and sanitize at the end of each day

Reserve for use by only one child; Use dishwasher or boil for one minute

HATS

Clean at the end of each day OR after each use if head lice is present.

MACHINE WASHABLE CLOTH TOYS

Clean weekly - Launder

DRESS UP CLOTHES

Clean weekly - Launder

PLAY ACTIVITY CENTERS

Clean weekly

Q1. Plastic mouthed toys

Clean type	Cleaned	Time Cleaned
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Q2. Pacifiers

Clean type	Cleaned	Time Cleaned
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Q3. Hats

Clean type	Cleaned	Time Cleaned
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Q4. Machine washable cloth toys, Dress up clothes, Play activity centers

Clean type	Cleaned	Time Cleaned
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TOILET AND DIAPERING AREAS

Cleaning Frequency

CHANGING TABLES

Clean and disinfect after each use - clean with detergent , rinse and disinfect

POTTY CHAIRS

Clean and disinfect after each use

HANDWASHING SINKS AND FAUCETS

Clean and disinfect at the end of the day

COUNTERTOPS

Clean and disinfect at the end of the day

TOILETS

Clean and disinfect at the end of the day

DIAPER PAILS

Clean and disinfect at the end of the day

FLOORS

Clean and disinfect at the end of the day - use a damp mop with a floor cleaner/disinfectant

Q1. Changing Tables

Clean type	Cleaned	Time Cleaned
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Q2. Potty Chairs

Clean type	Cleaned	Time Cleaned
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Q3. Handwashing sinks and facets cleaned and disinfected

Q4. Countertops cleaned and disinfected

Q5. Toilets cleaned and disinfected

Q6. Diaper pails cleaned and disinfected

Q7. Floors cleaned and disinfected

SLEEPING AREAS

Note: Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

Cleaning Frequency:

BED SHEETS & PILLOW CASES

Clean weekly or before use by another child

CRIBS, COTS AND MATS

Clean weekly or before use by another child

BLANKETS

Clean weekly

Q1. Bed sheets and pillow cases - weekly clean completed

Q2. Cribs, cots and mats - weekly clean completed

Q3. Blankets - weekly clean completed

CLEANING CYCLES ARE COMPLETE FOR THE DAY

This question should only be answered ONCE all cleaning cycles have been completed for the Day

Q1. All Cleaning Cycles Complete for the Day